



## STATE TAX COMMISSION OF MISSOURI

P.O. BOX 146

JEFFERSON CITY, MO 65102-0146

email: [OriginalAssessment@stc.mo.gov](mailto:OriginalAssessment@stc.mo.gov)

[www.stc.mo.gov](http://www.stc.mo.gov)

(573) 751-2414; (573) 751-1341 (f)

### Instructions – Aggregate Statement of Taxable Property

#### ***RAILROAD COMPANIES***

The Missouri State Tax Commission (Commission) is responsible for the valuation and assessment of the distributable commercial real and personal property of Centrally Assessed Railroad and Utility Companies (CARUC), the distributable personal property of Commercial Aircraft Owned by Airlines (CAOBA), and Private Car Companies, and the personal property of Commercial Aircraft Owned by Others (CAOBO) in Missouri.

For these centrally assessed entities, the Aggregate Statement of Taxable Property and the related schedules are used by the Commission to determine the fair market value of the property as of January 1 of the current year.

***Reporting Requirements:*** The president or any authorized officer of these entities that operate within the State of Missouri shall furnish the Commission a statement, duly subscribed and sworn to by the president or authorized officer before a sworn officer authorized to administer oaths. The total amount of property owned, used, leased or under the charge, care or management of the taxpayer of the first day of January in the current year must be reported.

The Aggregate Statement of Taxable Property, Form 20 and associated schedules, may be submitted by email to [OriginalAssessment@stc.mo.gov](mailto:OriginalAssessment@stc.mo.gov) to facilitate processing, or may be sent by mail or fax.

If any centrally assessed company fails to make these reports as required within the time prescribed and has not received a written extension of time, the Commission shall increase, by four percent, the assessed value of the distributable property.

For new entities, the required Aggregate Statement of Taxable Property, Form 20 and associated schedules and Instructions are available online on the “Railroad and Utilities” section on the Commission website, [www.stc.mo.gov](http://www.stc.mo.gov), by selecting the Electric Companies (103) link and then navigating to the document(s) needed. A new account number will be assigned to new entities after the Commission receives all the required documents.

**Deadlines**

- April 1:** A Schedule 14, Schedule 15, and Schedule 16 for each applicable county must be submitted by each centrally assessed company to the county assessor.
- April 1:** Filing extension, if requested, must be submitted by the centrally assessed company to the Commission.
- April 15:** A Schedule 13 for each applicable county must be submitted by each centrally assessed company to the Commission and the county clerk, respectively.
- April 15:** The Aggregate Statement of Taxable Property, excluding Schedules 11, 12, 14, 15, 16, and 17, must be submitted by each centrally assessed company to the Commission.
- April 20:** Schedule 14, Schedule 15, and Schedule 16 must be certified and submitted by the county assessor to the county clerk, the centrally assessed company, and the Commission.
- May 1:** Schedule 11, Schedule 12, Schedule 14, Schedule 15, and Schedule 16 must be submitted by each centrally assessed company to the Commission.

## REQUIRED DOCUMENTS

- **Form 20 – Aggregate Statement of Taxable Property**

The Form 20 cover sheet must be completed with company contact data as follows:

Company Information: The company name listed shall be the exact legal name of the respondent and the address shall be of the company headquarters. The contact and title shall be the authorized officer responsible for the filing. The phone, fax, and address information should be provided to facilitate communications on issues related to the filing.

**Requirement for the Form 20: An email address MUST be provided.**

**All entities are required to designate an email address for correspondence. The Commission will use this email address for sending official documents or notifications, including “Certification of Value” to the company or its agent. It is the company’s responsibility to notify the Commission throughout the year of a change in the email address.**

Notification Information: If mailings should be directed to a responsible party other than the authorized officer (e.g., tax department manager or agent, etc.) alternative contact information must be provided in the Notification Information block.

Billing Information: If billing should be directed to another responsible party other than the individual listed in the Company block or Notification block, the billing contact information must be provided in the Billing Information block.

- **Schedule 1 – Company Organization – General Information**

Schedule 1 Company Organization General Information Section D must be completed with a notarized signature by an authorized officer.

- **Schedule 2 – Taxation by States**

This schedule must be completed by all companies and list all states with property; if there are no interstate operations, then state No Interstate Operations. The “Market Unit Value for Tax Assessment” column should represent the final market value before any allocation for those states that value the company’s property under the “unit rule.” If a value for the current tax year is not available, list the allocation factor, unit market value and tax year of the most recent available information.

- **Schedule 3RR – Allocation Factors and Supplemental Information**

This schedule must be completed with the system amounts and the allocation amounts for Missouri.

- **Schedule 3RT – Railway Statistics and Mileage of Road - Terminals**

This schedule must be completed for Terminal Railroads with the system amounts and the allocation amounts for Missouri.

- **Schedule 4 – Mileage of Line and Schedule 13 – County Apportionment**

Schedule 4 itemizes the total number of miles of line located in each county and should reconcile with the county-wide entry on Schedule 13 for each county, respectively.

Schedule 13 itemizes, by county, the company's number of miles of line located in each tax jurisdiction in each county. At the beginning of each tax year, each centrally assessed company receives by email a company-specific Schedule 4 and Schedule 13 spreadsheet populated with the company name, account number, and the miles of line reported to the Commission in the previous tax year. This EXCEL spreadsheet must be updated and submitted to the Commission. All taxing jurisdictions that are currently active are listed for each county, respectively. Thus, new mileage of line can be appropriately identified for the current tax year.

For any subsequent changes to Schedule 13, an Amended Schedule 13 must be submitted by the company with the respective county clerk and the Commission.

A listing of all taxing jurisdictions for all counties is available online on the "Taxing Jurisdictions By County" link on the "Certifications" link on the "Railroad & Utilities" section on the Commission website, [www.stc.mo.gov](http://www.stc.mo.gov). This spreadsheet, in an EXCEL format, is an annual reference document that identifies the taxing jurisdictions by name description and district code.

- **Schedule 5 – Leased Equipment**

This schedule must be completed by all companies that have the tax liability on property with operating leases. If the leases are capitalized, they would be included as plant in service. If the company has no leased equipment, enter "No Leased Equipment."

- **Schedule 6RR – Real and Personal Allocation**

This schedule presents the breakout of real and personal property. The aggregate real and aggregate personal percentages are applied to the allocated distributable property value in Missouri.

- **Schedule 7 – Balance Sheet**

If an audited regulatory report must be filed with a regulatory agency, then this audited regulatory report, with balance sheet, must be submitted to satisfy the completion and reporting of this schedule. Otherwise, a comparative balance sheet must be completed and reported in its entirety.

- **Schedule 8 – Income Statement**

If an audited regulatory report must be filed with a regulatory agency, then this audited regulatory report, with balance sheet, must be submitted to satisfy the completion and reporting of this schedule. Otherwise, a comparative income statement must be completed and reported in its entirety.

- **Schedule 9 – Capital Stock**

This schedule must be completed by all companies; if there is zero capital stock, enter “No Capital Stock.”

Otherwise, complete the Subsidiary Section and/or the Parent / Holding Company Section.

Subsidiary – a reporting company that is a subsidiary of a parent / holding company must complete this section along with the parent company section.

Parent / Holding Company – a reporting company that is not a subsidiary of any parent / holding company.

1. Report any stock splits and / or any Capital Stock issues that occurred in the previous calendar year.
2. Attach a complete explanation of how the Market Price was determined, including any discounting or imputed rate, if used.

- **Schedule 10 – Long Term Debt**

This schedule must be completed by all companies; if there is zero long term debt, then enter “No Long Term Debt.”

Otherwise, complete the Subsidiary Section and/or the Parent / Holding Company Section.

Subsidiary – a reporting company that is a subsidiary of a parent / holding company must complete this section along with the parent company section.

Parent / Holding Company – a reporting company that is not a subsidiary of any parent / holding company. Any subsidiary that received economic benefit from specific Bonds of Indebtedness must record those issues here.

1. Attach a complete explanation of how the Market Price was determined, including any discounting or imputed rate, if used.
2. List bond ratings as determined by the rating agency (e.g., Moody’s or Standard & Poor’s).
3. Identify the market rate of interest at which the bond was discounted, if not publicly traded.

- **Schedule 11 – Summary of Locally Assessed Non-Operating Property**

**NEW for TY2015: ENTER ONLY NON-OPERATING PROPERTY FROM SCHEDULE 14 FOR EACH COUNTY.** This schedule must be completed by all companies; if there is no non-operating property in Missouri, then enter “No Non-Operating Property in Missouri.” The information for this schedule is obtained from Schedule 14, Lines 13 and 14, Market Value entries completed by county assessor. The regulatory account number in which this property is classified — if different than STB Account 737 Non-Carrier — should be included.

Schedule 11 must be submitted to the Commission on or before May 1, along with Schedule 12.

For any amendment to Schedule 11, the company must submit an Amended Schedule 11 to the Commission with the Amended Notation checked, signed and dated. Amendments can only be accepted up to 30 days after the STC certification date.

- **Schedule 12 – Summary of Locally Assessed Operating Property**

**NEW for TY2015: ENTER ONLY OPERATING PROPERTY FROM EACH COUNTY SCHEDULE 14.** This schedule must be completed by all companies; if there is no locally assessed property, then enter “No Locally Assessed Property.”

The information for this schedule is obtained from Schedule 14, Lines 10 and 11, Market Value entries completed by county assessor.

Schedule 12 must be submitted with the Commission on or before May 1, along with a copy of each county’s completed Schedule 14, Schedule 15 and Schedule 16. For any amendment to Schedule 12, the company must submit an Amended Schedule 12, along with the Amended Schedule 14, to the Commission, with the Amended Notation checked, signed and dated. Amendments can only be accepted up to 30 days after the STC certification date.

- **Schedule 14 – Local Assessments**

This schedule lists **ALL** local assessments – *Operating AND Non-Operating* Property in the county.

**Notes on Completing Schedule 14:**

1. **Lines 3 and 4:** – Office Furniture and Fixtures AND Work and Other General Equipment. List these items of personal property, grouped by tax situs (location). You may use the Personal Property Declaration sheet provided or attach the equivalent data report from company records.
2. **Lines 8 and 9:** Construction-Work-In-Progress (CWIP) should be itemized as CWIP-Real Property on Line 8 and CWIP-Personal Property on Line 9. CWIP designation is completed by the company and not the county. As a general rule, the ratio of real to personal should mirror the company’s real/personal ratio as reflected on Schedule 6.

**Amendment Procedures:**

1. **Amendments Originated by the Company:** an Amended Schedule 14 must be notated (stamped or handwritten) as “Amended” in the upper right-hand corner of schedule 14-1, then signed and dated by a company representative just below the Amended notation. The company then submits the amended Schedule 14 to the county assessor and a copy to the Commission. The county assessor must provide the re-signed amended Schedule 14 to the county clerk, the company, and the Commission. Once approved by the county assessor, the company must amend the respective county’s value on an Amended Schedule 12, or Amended Schedule 11, if applicable, to the Commission. Amendments can only be accepted up to 30 days after the STC certification date.

2. **Amendments Originated by the County:** an Amended Schedule 14 must be re-signed, dated, and the “Amended” box checked in the lower right-hand corner of page 1 by the county assessor. The county assessor must provide the amended Schedule 14 to the county clerk, the company, and the Commission.

- **Schedule 15-NP – Real Estate Information – Non-Operating Property**

This schedule lists each locally assessed parcel of *Non Operating Property* in the county. The total market and assessed values of these properties are summarized on Schedule 14 Line 13.

- **Schedule 15-OP – Real Estate Information – Operating Property**

This schedule lists each locally assessed parcel of *Operating Property* in the county. The total market and assessed values of these properties are summarized on Schedule 14 Line 1.

- **Schedule 16 – Motor Vehicle Information**

This schedule lists each locally assessed motor vehicle in the county. The total market and assessed value of the locally assessed motor vehicles are summarized on Schedule 14 Line 3.

- **Schedule 17 – Distributable Real Property Owned in Fee (This Schedule is submitted to the County and Commission, when requested by the County.)**

This schedule lists distributable real property of the centrally assessed company. [This is centrally assessed real property not included in the locally assessed real property listed on Schedule 15.]

- **Schedule 19 – Previous Year’s Assessment and Taxes**

This schedule lists the total assessed valuation and total property taxes levied in the previous year on the company’s locally assessed operating property and distributable property. Taxes paid on locally assessed non-operating property should NOT be included. The surtax levied on subclass three, real property, should be separately identified.

- **Schedule 21 – Private Car Company Mileage**

The Commission has implemented a standardized electronic file format for reporting private car marks and mileage on railroad systems. This process will streamline private car mileage reporting and assist with data accuracy. Please download the instructions and sample electronic file specifications at: <http://stc.mo.gov/106company/>

The ASCII file has the technical specifications of the file layout.

The required fields are:

- Railroad company account number

- Applicable tax year (data as of the previous calendar year)
- Private Car mark
- Private Car total mileage

**Pursuant to Section 137.1009.4 RSMo, a Railroad company with private car mileage must file the required private car data by May 1.**

### **CERTIFICATION**

After certification or an amended certification by the Commission, a centrally assessed company and affected county clerk(s) will receive an email notification to review the certification posted to the Commission's website, [www.stc.mo.gov](http://www.stc.mo.gov). To navigate to the certification on the website, select either the "Railroad & Utilities" section or the "Clerks" section and then the "Certifications" link. Under "Certifications by Tax Year," choose either "Certifications by Company" or "Certifications by County." For "Certifications by Company," choose the current year and enter the company name or account number and then select the document for viewing. For "Certifications by County," choose the current year and enter the county name or number and then select the document for viewing.

For inquiries or assistance: contact Randy Wright at 573-526-6403, the Commission's Original Assessment Section at 573-751-2414, or send an email to [OriginalAssessment@stc.mo.gov](mailto:OriginalAssessment@stc.mo.gov).